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EX-100  
72-4411

16 FEB 1972

MEMORANDUM FOR: Inspector General

SUBJECT : Evaluation Systems

1. Faced with the increasing requirements and declining personnel and finances, it is necessary that the Agency operate at the greatest efficiency possible. One important factor in approaching the maximum product level is the maintenance of the most effective evaluative systems we can muster.

2. At the present time there are a number of disparate evaluative mechanisms in each directorate. What is needed is an inventory and review of each of these activities to determine their function, their value, and their contribution to potential improvement of the Agency. From this review a judgment can be made as to whether the Agency is properly equipped to conduct the necessary evaluative process.

3. In line with our conversation the other day, I request that you establish a task force, made up of a representative of your office and of PPB, to review in depth the various assessment mechanisms of the Agency. The task force should not only list and describe the mechanisms, but should concern itself with such issues as duplication, advantages, disadvantages, capability and value. Its findings should be submitted in a report to me.

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W. E. Colby

Executive Director-Comptroller

cc: Director of Planning,  
Programming and Budgeting

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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